

"In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS number (Data Universal Numbering System).

A Data Universal Numbering System (DUNS) number, is the nine-digit number assigned by Dun and Bradstreet Information Services to an establishment, and is the Identification Number for U.S. Federal Awardees.

Vendors must obtain their own DUNS numbers. At the D&B website <http://fedgov.dnb.com/webform> , fill in your company information and click “submit” to search for your company records. If your records do not exist, the site will direct you to another window where you will click on “Get a DUNS Number”. You will then click in the box entitled **For U.S. Government Contractors, Vendors and Grant Recipients. You will then click under web registration. Find your country in the country drop down list and proceed. You will have your DUNS within 48 hours.**

You should be prepared to provide the following information:

1. Company legal business.
2. Tradestyle, doing business, or other name by which your entity is commonly recognized.
3. Company Physical Street Address, City, State, and ZIP Code.
4. Company Mailing Address, City, State and ZIP Code (if separate from physical).
5. Company Telephone Number.
6. Date the company was started.
7. Number of employees at your location.
8. Chief executive officer/key manager.
9. Line of business (industry).
10. Company Headquarters name and address (reporting relationship within your entity).

After you obtained your DUNS number, you must register in [sam.gov](http://sam.gov) (please see <https://www.sam.gov/portal/public/SAM/> ). Vendors’ registrations in sam.gov are important for USAID to fulfill the validation of mandatory procurement reports.

In order to register, please find the detailed steps below:

1. Go to <https://www.sam.gov/portal/public/SAM/>
2. Click on create an account
3. Choose an individual account

4. Once you complete creating an individual account, a link will be sent to the email address you will provide during registration. Click on that link and log in to activate your account.
5. Once you log in, agree to usage agreement
6. Click on manage entity and then click on register new entity
7. Follow each of the listed steps and click on submit

The above steps should be detailed enough to enable you to obtain your DUNS number, and to help you registered in sam.gov. However, should you encounter any problems, please do not hesitate to contact me.

When you get registered, **please contact me as soon as possible**, and provide us with your DUNS number, and the SAM Cage Code Number; and record such numbers for reference in any future award(s) with the U.S. Government.